# Program Design Form

**Program/Activity**

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**Audience**

- Who will be involved: Age? Number? Past experiences?

**Objectives**

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**Timeline** (Starting and ending dates? Ongoing process?)

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**Location** (Where will program be held or planned or maintained?)

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**Leadership Jobs**

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A Guide to Designing Non-Gathered Programs, p. 1
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Resources and Equipment Needed

Publicity Plan (if needed)

Budget (What will it cost? Where will funds come from?)

Permission/Registration (Is registration necessary? Is parental permission required?)

Evaluation Procedures (Are periodic check-ins appropriate? with leaders? youth? parents? Who will track or maintain program? How will you tell if it is meeting objectives?)